



Heritage Sylvania Student Group Visit Check-in Form

Please complete and bring with you the day of your visit.

<i>Name of School</i>		<i>Date of Visit</i>	
<i>Lead Teacher</i>			
<i>Grade</i>			
<i>Lead Teacher Cell Phone (to contact on site if needed)</i>			
<i>Number of Students</i>			
<i>Number of Teachers</i>			
<i>Number of other Adults</i>			
<i>Departure time</i>			

Payment due at time of visit unless using PO/Invoice. Please make check payable to Heritage Sylvania
 Payment method:
 _____ Check _____ Cash _____ PO/Invoice _____ Debit/Credit Card

Thank you for making Heritage Sylvania a part of your students' experiences. We hope you have a great day!

- ***Make sure to visit our website www.heritagesylvania.org and print off the Chaperone Information for your adults.***
- ***When you arrive, we will greet you and give you a folder with your schedule for the day along with standards' based education materials for post visit activities. In addition, there will be a short evaluation form. We'd love to get your feedback following your visit. Feel free to also email us at aerbskorn@heritagesylvania.org***